

Appendix O : High Level Business Design Responsibility Matrix

		<i>Program Manager</i>	<i>Program Admin</i>	<i>Admin Assistant</i>	<i>Deputy Program Manager</i>	<i>HRBP Manager</i>	<i>Finance Lead</i>	<i>HR Lead</i>	<i>Payroll/Benefits Lead</i>	<i>Budget Lead</i>	<i>Sys Interface Manager</i>	<i>Business Analysis Manager</i>	<i>Functional Analysis (6)</i>	<i>Sys Admin/DBA (3)</i>	<i>Communications Manager</i>	<i>CM/IT Training Manager</i>	<i>Communications Intern</i>	<i>Consultants</i>	<i>County SME's</i>	<i>OCM</i>	<i>ABT Sponsor</i>	<i>ABT Exec Sponsor</i>	<i>ABT Mgmt. Team</i>	<i>Ext. Advisory Committee</i>	<i>Advisory Committee</i>	<i>ABT Leadership Committee</i>	<i>County Council Staff</i>	<i>County Council</i>
1	ABT Program Management	R	P	P	P																							
2	High Level Business Design (HLBD)																											
3	Business Process Design																											
4	Test Bed Configuration					L	L	L	L		P	P	P	P				P	P									
5	Business Process gap analysis					L	L	L	L		P	P	P	P				P	P									
6	Facilitate/Complete design decisions					L	L	L	L		P	P	P	P				P	P									
7	Business process demos as needed					L	L	L	L		P	P	P	P				P	P									
8	Agency and Department system Interface Design					P	P	P	P		L	P	P	P				P	P									
9	RFP Process for Systems Integrator for Oracle and Peoplesoft																											
10	Develop RFP	L	P		P	P	P	P	P	P	P	P	P	P	P	P		P	P									
11	Release RFP	L	P		P	P	P	P	P	P	P	P	P	P	P	P		P	P	I	A	I	A	I	I	I	I	I
12	RFP Response Period																											
13	Evaluate Responses	L			P	P	P	P	P	P	P	P	P	P	P	P		P	P									
14	Select Systems Integrator	L			P	P	P	P	P	P	P	P	P	P	P	P		P	P	I	A	A	A	I	I	A	I	A
15	Budget System Acquisition Process																											
16	RFP Process for Budget System																											
17	Develop RFP	P	P		P		P	P	P		P	P	P	P	P	P		P	P									
18	Release RFP	L	P		P		P	P	P	P	P	P	P	P	P	P		P	P	I	A	I	A	I	I	I	I	I
19																												
20	Evaluate Responses	P			P		P						P	P	P	P		P	P									
21	Select Budget System and Implementer	L			P		P	P	P	P	P	P	P	P	P	P		P	P	I	A	A	A	I	I	A	I	A
22	Detailed Implementation Plan (DIP)																											
23	Oracle and PeopleSoft DIP																											
24	Gap Analysis						P	P	P		P	P	P	P				L	P									
25	Identify configuration and programming requirements						P	P	P		P	P	P	P				L	P									
26	Identify tasks and time estimates for completing configuration and programming requirements						P	P	P		P	P	P	P				L	P									
27	Identify Resources Requirements for Implementation	P			P		P	P	P		P	P	P	P				L	P									
28	Identify Technology Requirements	P			P		P	P	P		P	P	P	P				L	P									
	Develop Oracle and PeopleSoft Implementation Plan	R			P		P	P	P		P	P	P	P				L	P									
29	Budget System DIP																											
30	Gap Analysis									P	P	P	P	P				L	P									
31	Identify configuration and programming requirements									P	P	P	P	P				L	P									
32	Identify tasks and time estimates for completing configuration and programming requirements									P	P	P	P	P				L	P									
33	Identify Resources Requirements for Implementation	P			P					P	P	P	P	P				L	P									
34	Identify Technology Requirements	P			P					P	P	P	P	P				L	P									
	Develop Budget Implementation Plan	R			P					P	P	P	P	P				L	P									
35	Agency and Department systems interface																											
36	Identify side system interface requirements										L	P	P	P				P	P									
37	Design interface standards for Agency and Department systems										L	P	P	P				P	P									
38	Identify resource requirements to interface systems	P			P						L	P	P	P				P	P									
39	Develop Interface rollout plan	R			P						L	P	P	P				P	P									
40	Costs/Benefits Analysis (CBA)	P																										
41	Develop RFP for Cost/Benefits Analysis of ABT Program Deliverables	L	P		P		P	P	P	P	P	P																
42	Release RFP	L	P		P		P	P	P	P	P	P																
43	RFP Response Period																											
44	Evaluate Vendor	L			P		P	P	P	P	P								P	I	A	A	A	I	I	A	I	A
45	Select Vendor	L			P		P	P	P	P	P								P	I	A	A	A	I	I	A	I	A
46	Develop Cost/Benefits Plan	P			P		P	P	P	P	P	P	P	P				L										
47	Implement Costs/Benefits Plan	P			P		P	P	P	P	P	P	P	P				L										
48	Develop and Present Costs/Benefits Report	R			P																							
49	ABT Program Oversight	R	P		P														P	P	P	P				P		P
50	Approve HLBD, DIP and CBA	R			I														I	I	A	A	A	I	I	A	I	A

R

Responsible/Accountable

A

Approve

P

Participate

L

Lead

I

FYI